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Approved For Release 2003/09/03 : CIA-RDP66R00546R000100100056-3

Procedures for Preparation and Submission
of
Special Group Papers Originating in the DDR

Introduction

As a means of facilitating the preparation and dissemination of papers emanating from the Deputy Director (Research) for the Special Group and providing adequate records, the following serves as an instruction. The following instruction supersedes OSA 0076-62 of the same subject.

I. General

Normally the requirement for a Special Group paper originating in OSA will emerge from Wednesday's USIB meeting. Frequently, OSA will have additional forewarning of the requirement through knowledge of the deliberations of COMOR preceding the USIB meeting. The focal point in OSA with responsibility for insuring timely completion of staff work necessary for the Special Group papers will reside with the Deputy for Field Activities. All elements external to OSA will be expected to levy requirements or otherwise conduct liaison or coordination related to Special Group papers with the Assistant Director, OSA.

II. Sequence of Events (See attached chart)

A. Special Group papers which require the signature of the Director, National Reconnaissance Office will be transmitted to the DNRO not later than Monday morning, thereby permitting their return in time to be in the hands of the Special Group Officer, DDP, by COB Monday. Copies will not be released by NRO or CIA until the DCI or DDCI has approved. This will normally be accomplished at the 9:15 a.m. meeting on Tuesday. Normally Special Group papers must be ready for dissemination immediately following the DCI's Tuesday morning meeting.

B. Special Group papers will be prepared for the DNRO with signature recommended lines for the AD/OSA and the DDR.

C. Normally Special Group papers will be delivered to the DDR for approval by COB Friday.

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NRO review(s)
completed

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D. AD/OSA or D/FA/OSA will be responsible for appropriate coordination with the Chairman, COMOR.

E. DDR personnel are advised that the Special Group Officer/DDR should normally be informed prior to COB on Thursday of each week of any business which the DDR contemplates submitting to the Special Group the following Thursday. He will thereupon and continuously as required keep EA/DCI advised.

III. Specifics

A. Special Group papers normally prepared under these procedures are:

(1) CIA portion of the Monthly NRO Aircraft Overflight Forecast. This paper will be prepared in draft form and submitted to the DDR for approval and further CIA coordination as required before it is transmitted to DNRO. It should be delivered to the NRO not later than Friday preceding the last Thursday of the month.

(2) Operational Plans (or Black Books) which will consist of the following sections with appropriate tabs:

Table of Contents

Justification (Prepared by SA/DDR)

Operational Concept

Air Defense Analysis

Climatology

Cover/Contingency Plan

Maps and Charts as Appropriate

The first page in the book will contain the memorandum to the Special Group with appropriate recommendations signed by DNRO.

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(3) Other papers or proposals responsive to community requirements which must have Special Group approval and which are within the purview of the NRO.

B. The Weekly Summary of OSA Activities is prepared for the DCI's use in briefing the Special Group and will be delivered to the DCI by COB Wednesday.

C. It is the responsibility of the originator of a paper to conduct appropriate coordination and to maintain a record of coordination obtained prior to submission. A separate distribution sheet should be attached to the document (except those for Special Group Members) showing the distribution which normally will be as follows:

- 1--Special Assistant to the President
for National Security Affairs (via
Mr. Thomas Parrott)
- 2--Under Secretary of State for Political
Affairs (via State TCO)
- 3--Under Secretary of Defense (via DIA/TCO)
- 4--Office of the Special Assistant to the
President for National Security Affairs
(Mr. Thomas Parrott)
- 5--D/NRO
- 6--DCI
- 7--DDCI
- 8--DD/R
- 9--DD/R
- 10--DD/I (via 25X1A
- 11--Special Group Officer/DDR

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12--Special Group Officer/DDP

13--SA/DDR

14--D/FA/OSA

15--RB/OSA

In addition, the originator of the memorandum should determine whether copies are required for other divisions of the DDR or divisions of DDP. Two copies in addition to the foregoing will also be deposited for emergency use for a limited period of time in the Office of the Special Group Officer/DDR.


D. Normally all papers going to the Special Group should be prepared on hectograph (ditto), multilith mat (depending on deadlines), or xerox.

E. After the DCI's office has finished with Special Group papers emanating from the DDR, they will be returned to Deputy for Field Activities, OSA for file.

F. A copy of any additional briefing notes for the Director or the DNRO and any memoranda for the record prepared by a DDR officer present at a meeting of the Special Group will be forwarded to the Special Group Officer for file. Those preparing either of the foregoing documents should cite in the memorandum the specific document submitted for Special Group approval or information by title, date, and control number.

G. It is not necessary to notify the Special Group Officer of actions taken in pursuance of Special Group approval in writing except where the Special Group action requires a report. In such case the procedures outlined above apply.

IV. Papers prepared by the Committee on Overhead Reconnaissance for the Special Group responding to its inquiry or in justifying a continuing program will be addressed to The Special Group and signed by the Chairman, COMOR.


HERBERT SCOVILLE, JR.
Deputy Director
(Research)

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EO/OSA:RFB:js (6 May 63)

Distribution:

Orig & 1 - DD/R

1 - Asst. to DCI

1 - AD/OSA

1 - DAD/OSA

1 - D/FA/OSA

1 - D/TECH/OSA

1 - C/SD/OSA

1 - SAL/OSA

1 - SA/DDR

1 - C/PS/OSA

1 - AD/OEL

1 - AD/ORD

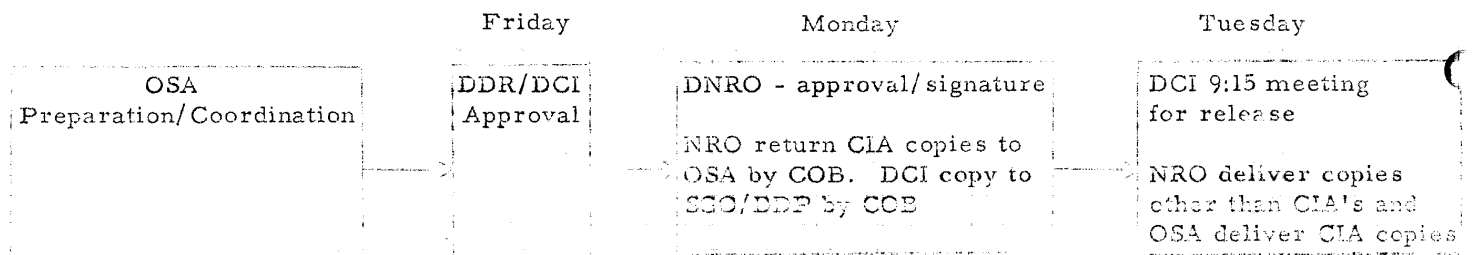
1 - RB/OSA

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Special Group Paper Flow Chart



Attachment to OSA 2414-63

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